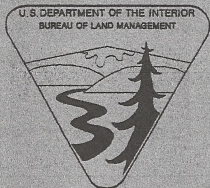


MMS

BUSINESS INFORMATION SYSTEM

On-Line Access Users Guide



November 1992

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1992

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Introduction	ii
1. What is BIS?	iii
2. User Support	iii
3. Troubleshooting Procedures	iv
4. User Guide Contents	v
5. Key Functions	1
6. Log-on Procedures for MMS BIS	2
7. Log-off Procedures for MMS BIS	7
8. Printing Procedures	9
9. Reference Data Screens	10
9.1. Entering Prior AFS Leases	31
9.2. Entering Prior BRASS Leases	32
10. Financial Data Screens	33
10.1. Refunds	51
11. Appendices	52
Appendix A - BIS User Passwords	53
Appendix B - Hints for Creating Passwords	55
Appendix C - MMS Conversion Tables	56
Appendix D - AFS Conversion Tables	67
Appendix E - Transaction Codes	75
Appendix F - BIS Contact Persons	77

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4

INTRODUCTION

This Users Guide is designed to assist you in accessing the Minerals Management Service (MMS) Business Information System (BIS). This Users Guide was prepared by the BLM Core Group (representatives from the Colorado, Montana, Utah, and Wyoming State Offices), with assistance from MMS and the MMS/BLM Minerals Liaison Team.

Note that this Users Guide has been prepared using examples based on the Service Center's hardware and software configurations. Each State Office will need to develop its own specific procedures unique to its hardware and software capabilities. In addition, throughout this Users Guide, keystrokes used at the Service Center are described. These descriptions may or may not be applicable for your setup. If you need assistance with hardware or software configurations, contact your State Office ADP or telecommunications staffs.

Any other questions should be addressed to the MMS/BLM Minerals Liaison Team at the address and telephone numbers shown below.

Minerals Liaison Team (SC-214)
Telephone:
Paul Bodenberger 303-231-3449
Alan Johnson 303-231-3450

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UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
SERVICE CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047

In Reply Refer To:
1400-410/3010 (SC-214)

November 16, 1992

Information Bulletin No. SC-93-039

To: All State Directors
Attention: BIS Contact Persons

From: Service Center Director

Subject: Final Business Information System (BIS) Users Guide and
Video Training Tape

Review comments on the Draft BIS Users Guide have been received and incorporated into the final document (Attachment 1). In addition, we have developed a video training tape to be used in conjunction with the BIS Users Guide. This video training tape and ten extra copies of the BIS Users Guide will be sent to all BIS contact persons under separate cover. Please make the BIS Users Guide available to all your BIS users.

If you or your staff have any questions, please direct them to Paul Bodenberger at (303) 231-3449.

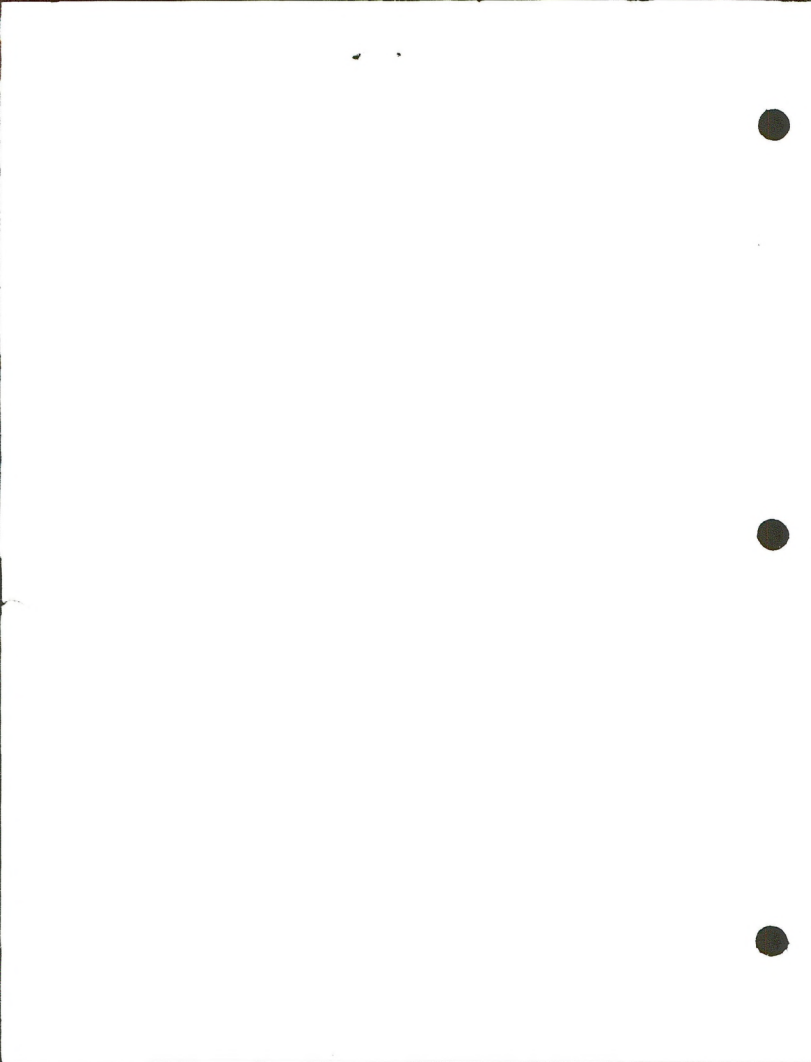
Marianne Benson

1 Attachment
1 - BIS Users Guide (78 pp)

Separate Cover:
BIS Video Training Tape
BIS Users Guide (10 copies)

Distribution
WO-600, MIB, Rm 5627
SC-653, BLM Library
SC-657A, Reading File

we have



1. WHAT IS BIS?

The Business Information System (BIS) is a Common Reference Data Base (CRDB). It was designed to consolidate the Auditing and Financial System (AFS), the Bonus and Rental Accounting Support System (BRASS), and the Production Accounting and Auditing System (PAAS) data bases. MMS's new IBM system allowed sufficient capacity to integrate these previously separate systems. This has resulted in improved accessibility for all users.

Data from the AFS system was converted to BIS in January 1992. Lease and financial data from BRASS was converted in April 1992. All historical information from the BRASS data base will be stored on microfiche and can be requested by the State Offices sometime in the future. Data entered into BIS beginning in April 1992 will be retained for historical purposes. However, the completeness of historical information prior to January 1992 for AFS data and prior to April 1992 for BRASS data should not be relied upon.

The BLM Online/Read-Only Access data base (BIS) will be updated by MMS on a daily basis to provide BLM users with the latest available information. Access by BLM users is limited to the Reference Data and Financial Data main menu options.

2. USER SUPPORT

BIS has several sources of user support. These are on-line help (that can be accessed by first pressing the ESC key and then the Number 1 key), this users guide, the MMS/BLM Minerals Liaison Team, your State Office BIS Contact Person, and the MMS Help Desk.

If you have questions concerning the Conversion Tables found in the appendices, you may contact the following MMS people:

Lease Information Barb Lynham
(303) 231-3112

Financial Information Ron McWilliams
(303) 231-3609

For errors found in data, contact the following people:

Lease Information: Barb Lynham
(303) 231-3112

Financial Information: Ron McWilliams
(303) 231-3609



8.

3. TROUBLESHOOTING PROCEDURES

The following procedures have been prepared to assist you any time you have a problem logging onto BIS. If these procedures change, the Service Center will notify all State Offices.

1. Telephone the MMS Help Desk at (303) 231-3474 and provide them with the following information:
 - a. Your name and phone number.
 - b. Your UserID.
 - c. A description of the problem you are experiencing.
 - d. The terminal ID number (located in the upper-right corner of the screen).
 - e. The length of time the problem has been occurring.
 - f. The name and number of the screen where the problem resides.
2. Ask the Help Desk to provide you a Problem Report Reference number. This ensures that your problem is documented and provides an easy reference for call back.
3. State whether or not you would like a call back regarding resolution of the problem.
4. Call the Help Desk every time you have a problem because that is the only way it will be documented and resolved.

If the Help Desk does not satisfactorily resolve your problem, please call either Paul Bodenberger at (303) 231-3449 or Alan Johnson at (303) 231-3450 and they will intervene.

If you experience a network communications problem, contact your State Office Telecommunications Staff. If it is a state level problem, they will correct it. If not, they will coordinate with the Service Center Network Operations and Management Section (SC-343A) for assistance.



8.

4. USER GUIDE CONTENTS

While BIS can provide a tremendous amount of information, we have designed this Users Guide to concentrate on accessing the Reference Data and Financial Data menu options. These are the menus approved for BLM user access and will provide you with the same types of information that were available on BRASS.

This Users Guide contains the basic information needed to access BIS. Section 5 is a list of the function keys needed to navigate within the system. Log-on instructions are provided in Section 6, and Log-off procedures are discussed in Section 7. Printing is covered in Section 8. Lease Reference Data screens are contained in Section 9, and Financial Data screens can be found in Section 10. Explanations and notes are included on the screens. Appendix A provides information about obtaining passwords, Appendix B gives hints for creating passwords, Appendix C is an MMS Conversion Table, Appendix D is an AFS Conversion Table, Appendix E is a list of transaction codes used, and Appendix F is a list of State Office BIS Contact Persons.

•

5. KEY FUNCTIONS

	FUNCTION
ALT-B	BREAK
CTRL-H	MOVES CURSOR ONE CHAR BACK
CTRL-E	EXIT FROM STATSS/BIS
CTRL-E	ERASE TO END OF LINE
CTRL-H	UNLOCK KEYBOARD
ESC-H	HOME
ESC-1	HELP NARRATIVES FOR SCREEN
ESC-2	FIELD DEFINITIONS
ESC-3	PREVIOUS SCREEN
ESC-4	MAIN MENU
ESC-4	ACCESS SCREEN
ESC-6	LAST MENU
ESC-7	PREVIOUS PAGE
ESC-8	NEXT PAGE
SHIFT-PRT SC	PRINT SCREEN
SHIFT-TAB	TOP OF PAGE
TAB	NEXT FIELD

NOTE:

1. For key sequences that begin with ESC, press and release the ESC key and then press the other key.
2. For key sequences that begin with CTRL, press and hold the CTRL key while pressing the other key.
3. For key sequences that begin with ALT, press and hold the ALT key while pressing the other key.
4. For key sequences that begin with SHIFT, press and hold the SHIFT key while pressing the other key.



8.

6. LOG-ON PROCEDURES FOR MMS BIS

The following instructions demonstrate the keystrokes you should use when logging into the BIS system using Softerm software.

The screen below shows how you should set up your terminal emulation prior to accessing the BIS system:

SOFTERM PC		Version 3.10.01	
Setup Options		Communications Parameters	
Disk Utilities		Port:	COM1
Load New Setup		Dialer Type:	None
Save This Setup		Number of Data Bits:	8
Select Emulation		Number of Stop Bits:	1
Terminal Parameters		Parity:	None
Terminal Operation		Speed:	9600
Exit to DOS		Duplex:	Full
Make RAM Resident		Receive Pacing:	XON/XOFF
		Transmit Pacing:	None
Emulating		Answerback Message:	
DEC VT100		Keyboard Translate:	No
		Host Trigger String:	
Configuration Name:	C:\SOFTERM\SOFTERM.CNF		
Current Path:	C:\SOFTERM		

The terminal emulation should be set for a DEC VT100. Parameters should be set at Number of Data Bits: 8, Number of Stop Bits: 1, Parity: None, Speed: 9600, Duplex: Full. The keyboard map (function keys) can be found in the Key Function section of this Users Guide. Softerm is the preferred software and will be supported by the Service Center.

* BLM Users should follow their normal State log-on procedures for accessing their local TIMEPLEX switch.

After completing the steps above, follow the steps below to bring you into BIS. If you have any problems getting to this point, you should contact your Communications Staff.

- Once you have accessed the TIMEPLEX switch, you will see the following screen:

```
CONNECTING S0101000
9195500
FAC:D9600,Pl28,W2
COM
GANDOLF ACCESS SERVER
enter class IBM
```

- As shown above, type IBM at the enter class prompt and press ENTER twice.
- You will then get a CONNECTING message.
- You will next see the following prompt:

```
USE SPECIFIC KEYBOARD MAP (1=YES,0=NO)? =====>0
```

- After typing 0 (zero), press ENTER.
- You will then see the MMS banner and the UserID and Password fields, which appear as follows:

```

#####          #####          #####          #####          SSSSSSSSSSS
#####          #####          #####          #####          SSSSSSSSSSSSS
#####          m m          #####          m m          SSS          SSS
#####          #####          #####          #####          SSS          SSS
#####          #####          #####          #####          SSSSSSSSSSSSS
#####          #####          #####          #####          SSSSSSSSSSSSS
#####          #####          #####          #####          SSS          SSS
#####          MINERALS          MANAGEMENT          SERVICE          #####          SSS          SSS
#####          #####          #####          #####          #####          SSSSSSSSSSSSS
#####          #####          #####          #####          SSSSSSSSSSS
UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED

UserID: Type your assigned UserID          15:49:40
Password: Type your assigned password          06/11/92
New Password: Press ENTER          New Password:
```


7. Type your assigned UserID at the UserID field. Do not press the ENTER key.
8. The cursor will move to the Password field. Type your initial access password provided in the blue envelope. Do not press ENTER.
9. The cursor will move to the New Password field. Type a new eight-digit password of your own choice in this field and then press ENTER.
10. The cursor will move to the next New Password field. Retype your newly created password to verify its accuracy and press ENTER.
11. This log-on procedure applies to your initial log-on only. It won't be necessary to create a new password each time you log-on, only initially and as the system requires. (See Appendix B.)
12. Once your password has been established, the log-on procedure will be as follows:
 - a. Type your assigned UserID in the UserID field. Do not press ENTER.
 - b. Type your established password in the Password field. The cursor will move to the new Password field. Press ENTER.
13. Once you have successfully completed these steps, whether or not it is your initial log-on or subsequent to, you will see the following screen.

TPX MENU FOR LCS0012

Cmdkey=PF12/24
Print=NONE

Jump=PA2
Cmdchar=/'

Menu=NONE

Panelid -TEN0041
Terminal-D85LC034
Model -3278-2
System -TPX

Sessid	Sesskey	Session Description	Status
- IDMS35	PF	STATSS PRODUCTION SYSTEM	

Command ==>

PF1=Help PF7=Up PF8/20=Down PF10/22=Left PF11/23=Right H=Cmd Help
DBM205

14. You should now press TAB and then press ENTER.

15. You will then see the following menu on your screen:

```
DBM205          M I N E R A L S   M A N A G E M E N T   S E R V I C E S
                S I G N O N

                U S E R I D   L C S 0 0 1 2

BIS/STATSS IS NOW AVAILABLE. CODE 'STATSS' IS REPLACED BY 'MMS'.
RECONCILIATION DB IS UNAVAILABLE UNTIL FURTHER NOTICE.
>>>  STARTING MONDAY JUNE 15, ACCESS VIA 'TPX' ONLY <<<
ATTN:  BLM, RCD, STATES, AND TRIBES - THE USERID/PASSWORD RECENTLY
RECEIVED IN THE BLUE ENVELOPE MUST BE USED TO ACCESS THE SYSTEM
-DOWNLOAD TO DISKETTES (D) ONLY--F DOWNLOADS TEMPORARILY DISABLED

IDMS DC999026 V35 PLEASE PRESS ENTER TO COMPLETE YOUR SIGNON
```

16. Press ENTER. You will see the following Main Menu screen, which means that you have successfully gotten into BIS and are ready to proceed with your information gathering. Skip ahead to Section 9 or Section 10 if you wish to proceed through the system.

```
06/15/92          STATE AND TRIBAL SUPPORT SYSTEM          STATMN
15:40:24          MAIN MENU                                RCS010MD

NAME      NUMBER  OPTION DESCRIPTION
SREFMN    1      REFERENCE DATA
SPRFMN    2      PRODUCTION DATA
SRFIMN    3      FINANCIAL DATA

                P R E S S   < P F 1 >   F O R   H E L P
                E N T E R   O P T I O N   N U M B E R   = >           O R   N A M E   = >
```



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7. LOG-OFF PROCEDURES FOR MMS BIS

When you have completed your work with BIS, follow the instructions below for logging out of the system. It is important to complete all steps to prevent your UserID from being locked up by the system.

1. Return to the Main Menu by pressing the ESC and 3 keys. Once in the Main Menu, press CTRL + C.
2. You will then see the following on your screen:

```
V10 ENTER NEXT TASK CODE:  
B
```

To exit, press <F9>

3. After typing B, press ENTER.
4. You will then see the following on your screen:

```
TPX MENU FOR LGS0012  
Cmdkey=PF12/24   Jump=PA2       Menu=NONE       Panelid -TEN0041  
Print=NONE       Cmdchar=/        Model  -3278-2  Terminal-D85LC034  
System  -TPX  
  
Sessid   Sesskey   Session Description   Status  
-- IDMS35  PF        STATSS PRODUCTION SYSTEM  
  
Command ==>/F  
PF1=Help PF7=Up PF8/20=Down PF10/22=Left PF11/23=Right H=Cmd Help  
DEM205
```

5. After typing /F, press ENTER.

8. PRINTING PROCEDURES

The only printing capability available to BLM users at this time is printing screen by screen. To perform this function, press Shift + Prt SC.

You may use this option to print any screen at any time while in the system.

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4.

9. REFERENCE DATA SCREENS



4

06/10/92
15:05:34

STATE AND TRIBAL SUPPORT SYSTEM
MAIN MENU

STATMN
RCS010MD

NAME	NUMBER	OPTION DESCRIPTION
SREFMN	1	REFERENCE DATA
SPRFMN	2	PRODUCTION DATA
SRFIMN	3	FINANCIAL DATA

PRESS <PF1> FOR HELP
ENTER OPTION NUMBER => 1 OR NAME =>

1. To access the Reference Data screens, type 1 at the ENTER OPTION NUMBER prompt and press ENTER. Then proceed to the following page.
2. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
3. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.

06/15/92
15:40:24

STATE AND TRIBAL SUPPORT SYSTEM
REFERENCE DATA INQUIRY MENU

SREFMN
PCS901MD

NAME	NUMBER	OPTION DESCRIPTION
SPLSIQ	1	LEASE
SPAGIQ	2	AGREEMENT
SPAIQ	3	AID
SPSAIQ	4	SELLING ARRANGEMENT
SPCOIQ	5	CORPORATE REPORTER
SPALIQ	6	ALLOWANCE
SPFPIQ	7	FACILITY/MEASUREMENT POINT (FMP/R)

PRESS <PF1> FOR HELP
ENTER OPTION NUMBER => 1 OR NAME =>

1. To access any of the above menu options, type the corresponding number at the ENTER OPTION NUMBER prompt and then press ENTER. In the example above, we have chosen Option 1, Lease.
2. To access the Help screen, press ESC and then type 1. To return the previous screen, press ESC and then type 3.
3. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.

NOTE: The following pages are samples of the screens that you would access if you had selected Option 1. Even though this Users Guide presents only examples of Option 1 screens, the same selection procedures apply to all options listed on the above menu.

06/10/92
15:05:50

RMP REFERENCE DATA SYSTEM
ACCESS LEASE INQUIRY

SPLSIQ
SLE100AD

LEASE NUMBER => 070 037702 0
AGENCY ASSIGNED NUMBER=> COC37702
'AS OF' DATE => 06/10/1992

AGREEMENT NUMBER =>
PAYOR NUMBER =>
TERM TYPE CODE =>

ENTER OPTION => 1
1. MASTER LEASE DATA
2. AGREEMENTS/MINES FOR A LEASE
3. DISTRIBUTIONS FOR A LEASE
4. LEASE FINANCIAL TERMS
5. OPERATORS FOR A LEASE
6. PAYORS FOR A LEASE
7. LEASE STATUS HISTORY
8. AIDS FOR A LEASE
9. LEASE ACCOUNT BALANCES

1. Enter either the MMS lease number or the Agency Assigned Number at the appropriate prompt. Numbers must be entered in exactly the format shown. Use the TAB key to move between fields.
2. If a date is entered in the "As Of" Date field, retrieved data will be limited to that date forward. Either enter the desired date or delete the "as of" date by spacing over it. If the date is deleted, you will capture all data for the option selected.
3. To access any of the above menu options, type the corresponding number at the ENTER OPTION NUMBER prompt and then press ENTER.
4. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
5. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.

NOTE: The following pages are samples of the screens that you would access if you were to select Access Lease Inquiry Options 1 through 9 in numerical order. You may go directly to the desired option by typing the appropriate number.

06/10/92
15:06:51

RMP REFERENCE DATA SYSTEM
MASTER LEASE DATA

SLE110QR
SLE110QD

LEASE : 070-037702-0
AGNCY ASSGND NUMBER : COC37702
LEASE LOCATION :
LEASE TYPE : L TERMINABLE IND : Y
FEDERAL/INDIAN/BOTH : F KGS/KMA IND : N
LAND CATEGORY : 30 ACQUIRED APPLCBL LEASING LAW: OG
PRODUCT TYPE : 01 OIL AND GAS COMPETITIVE IND : N
BLM INSPECT OFFICE : YRS IN PRIMARY TERM: 10
ANNIVERSARY DATE : 06/25/1990 API STATE : 05 COLORADO
EXPIRATION DATE : 06/24/2000 FORMER ACT OFFICE :
EXCHANGE DATE : AGENCY STATE & DIST: 05 CO01
LAST RENEWAL DATE : OCS SECT/AREA/BLOCK:
LAST READJUST DATE : PRODUCIBLE DATE :
DOC RECEIPT DATE : 1ST PRODUCTION DATE:
TERMINATION DATE : REMARKS ? : N
RELATED LEASE(S) ? : N ENTER OPTION=> VIEW?=> (R=REMARKS L=RELATED LSE

- | | |
|---------------------------------|---------------------------|
| 1. AGREEMENTS/MINES FOR A LEASE | 5. PAYORS FOR A LEASE |
| 2. DISTRIBUTIONS FOR A LEASE | 6. LEASE STATUS HISTORY |
| 3. LEASE FINANCIAL TERMS | 7. AIDS FOR A LEASE |
| 4. OPERATORS FOR A LEASE | 8. LEASE ACCOUNT BALANCES |

1. To access any of the above menu options, type the corresponding number at the ENTER OPTION NUMBER prompt and then press ENTER.
2. To access the Help screen, press ESC and then type 1. A sample of the Help screen is located on the following page. To return to the previous screen, press ESC and then type 3.
3. To access field help for dialog (field definitions), press ESC and then type 2. A sample of the Dialog screens follows the Help screen. To return to the previous screen, press ESC and then type 3.

NOTE: Beginning on page 19 are samples of the screens that you would access if you selected Master Lease Data Options 1 through 8 in numerical order. You may go directly to the desired option by entering the appropriate number.

06/11/92
15:13:01

MINERALS MANAGEMENT SERVICES
***** HELP NARRATIVE *****

RCS901GR
RLE110QR

MASTER LEASE DATA

PAGE: 01
OF : 01

THIS SCREEN DISPLAYS THE MASTER LEASE DATA FOR THE LEASE INQUIRY
THREAD. OPTIONS 1 THROUGH 7 ON THIS SCREEN CORRESPOND TO OPTIONS
2 THROUGH 8 ON THE ACCESS SCREEN. (THIS IS OPTION 1 ON THE ACCESS
SCREEN.)

06/11/92
15:10:30

MINERALS MANAGEMENT SERVICES
** FIELD HELP FOR DIALOG **

RLE110QR
RCS902GD

LEASE

LEASE NUMBER

THE UNIQUE TEN-CHARACTER NUMBER ASSIGNED BY MMS
TO A LEASE. THE LEASE NUMBER IS COMPOSED OF A
THREE-DIGIT PREFIX (ASSIGNED BY MMS), A SIX-
DIGIT NUMBER (ASSIGNED BY BIA, BLM, OR FOR
OFFSHORE, MMS), AND A ONE-CHARACTER SUFFIX
(INDICATING IF THE LEASE HAS BEEN SEGREGATED).

AGNCY ASSGND NUMBER

AGENCY LEASE AGREEMENT NUMBER
THE LEASE OR AGREEMENT NUMBER ASSIGNED
BY THE ISSUING AGENCY.

LEASE LOCATION

LOCATION

LEGAL DESCRIPTION IDENTIFYING THE LOCATION
OF AN AGREEMENT OR A LEASE.

LEASE TYPE

LEASE TYPE CODE

INDICATES THE TYPE OF LEASED ENTITY.

PAGE: 0001

06/11/92

MINERALS MANAGEMENT SERVICES

RLE110QR
PAGE: 0001

	C	COMPENSATORY ROYALTY AGREEMENT
	G	GAS STORAGE AGREEMENT
	L	LEASE
	P	PERMIT
FEDERAL/INDIAN/BOTH		FEDERAL INDIAN OR BOTH INDICATOR VALUE INDICATING WHETHER A LEASE OR AGREEMENT IS FEDERAL (F), INDIAN (I) OR BOTH (B).
LAND CATEGORY		LAND CATEGORY CODE DESCRIBES THE TYPE OF LAND WHICH IS BEING LEASED.
PRODUCT TYPE		PRODUCT CODE IDENTIFIES THE COMMODITY REPORTED WHEN PAYING ROYALTIES.
BLM INSPECT OFFICE		BLM INSPECTION OFFICE CODE THE BLM INSPECTION OFFICE RESPONSIBLE

PAGE: 0002

06/11/92

MINERALS MANAGEMENT SERVICES

RLE110QR
PAGE: 0002

		FOR ON-SITE INSPECTIONS.
ANNIVERSARY DATE		ANNIVERSARY DATE
EXPIRATION DATE		THE LEASE INCEPTION DATE. EXPIRATION DATE
EXCHANGE DATE		THE DATE THAT THE LEASE IS SCHEDULED TO EXPIRE, ACCORDING TO THE LEASE TERM. EXCHANGE DATE
LAST RENEWAL DATE		THE DATE THE PERMIT OR LEASE WAS EXCHANGED FOR A NEW LEASE. LAST RENEWAL DATE
LAST READJUST DATE		DATE THE LEASE WAS LAST RENEWED. LEASE LAST READJUSTMENT DATE
DOC RECEIPT DATE		THE DATE THE LEASE TERMS WERE LAST READJUSTED. DOCUMENT RECEIPT DATE THE DATE WHEN A LEASE DOCUMENT IS RECEIVED BY MMS.

PAGE: 0003

06/11/92

MINERALS MANAGEMENT SERVICES

RLE110QR
PAGE: 0003

TERMINATION DATE

LEASE TERMINATION DATE
DATE OF LEASE TERMINATION.

KGS/KMA IND

KNOWN GEOLOGICAL STRUCTURE INDICATOR
INDICATES THAT A KNOWN GEOLOGICAL STRUCTURE
OR KNOWN MINERAL AREA EXISTS ON LEASE.

APPLCBL LEASING LAW

APPLICABLE LEASE LAW

COMPETITIVE-IND

THE LEASE LAW UNDER WHICH THE LEASE WAS FORMED.
NORMALLY INDICATES THE YEAR OF THE LAW.
COMPETITIVE LEASE INDICATOR
INDICATES WHETHER BIDDING FOR THE LEASE IS
COMPETITIVE OR NON-COMPETITIVE.

YRS IN PRIMARY TERM

PRIMARY TERM OF A LEASE IN YEARS.

API STATE

STATE CODE
A TWO-CHARACTER ABBREVIATION SPECIFIED IN

PAGE: 0004

06/11/92

MINERALS MANAGEMENT SERVICES

RLE110QR
PAGE: 0004

FORMER ACT OFFICE

FIPS PUBLICATIONS FOR A U.S. STATE OR
CANADIAN PROVINCE.

AGENCY STATE & DISTRICT

THE FORMER ACCOUNTING OFFICE OR RAS
STATION CODE TO WHICH A LEASE WAS
PREVIOUSLY ASSIGNED.
AGENCY STATE REGION CODE
BLM GEOGRAPHIC STATE IN WHICH A LEASE FALLS.
REFER TO TABLE AGCYSTRG FOR VALUES.
AGENCY DISTRICT CODE
BLM GEOGRAPHIC DISTRICT IN WHICH A LEASE FALLS.
REFER TO TABLE AGCYDIST FOR VALUES.

OCS/SECT/AREA/BLOCK

OCS SECTION
THE SECTION IDENTIFICATION FOR AN OUTER
CONTINENTAL SHELF (OCS) LEASE. USED TO

PAGE: 0005

06/11/92

MINERALS MANAGEMENT SERVICES

RLE110QR
PAGE: 0005

DISTINGUISH THE LEASE AS AN OFF-SHORE LEASE,
ADMINISTERED BY MMS OCS REGIONS.

OCS AREA

A TWO CHARACTER IDENTIFIER OF AN OUTER
CONTINENTAL SHELF AREA.

OCS PRODUCIBLE DATE

OCS PRODUCIBLE DATE

THE DATE THAT OCS CLASSIFIES AN OFFSHORE
LEASE AS CAPABLE OF PRODUCING.

1ST PRODUCTION DATE

LEASE FIRST PRODUCTION DATE

DATE OF FIRST PRODUCTION FOR A LEASE.

REMARKS?

REMARKS TEXT

USED TO INDICATE IF THE ENTITY HAS REMARKS.

ENTER OPTION

OPTION NUMBER

THE NUMBER WHICH INDICATES THE FUNCTION THE

PAGE: 0006

06/11/92

MINERALS MANAGEMENT SERVICES

RLE110QR
PAGE: 0006

USER WANTS TO PERFORM, USUALLY ON A MENU.

TERMINABLE IND

TERMINABLE LEASE IND

INDICATES LEASES WHICH REQUIRE RENTAL

PAYMENTS ON OR BEFORE ANNIVERSARY DATE.

LAST PAGE OF HELP DISPLAYED.

PAGE: 0007

06/11/92

RLE110QR

OPTION 1 - AGREEMENTS/MINES FOR A LEASE

06/10/92
15:07:18

RMP REFERENCE DATA SYSTEM
SELECT AGREEMENT BY LEASE

SLE112LR
SAG102LD

LEASE NUMBER : 070-037702-0 AGENCY ASSIGNED NUM: COC37702
'AS OF' DATE=>

* AGRMT NUM AGENCY ASSIGNED NUMBER OVLP TYPE ALLOC STRT ALLOC END

NO AGREEMENTS FOUND FOR CRITERIA SPECIFIED; PRESS <PF3>.

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

.

OPTION 2 - DISTRIBUTIONS FOR A LEASE

06/10/92

15:07:36

LEASE NUMBER: 070-037702-0

AGENCY NUMBER: COC37702

RMP REFERENCE DATA SYSTEM

SELECT LEASE DISTRIBUTION

SLE111LR

SLE111LD

*	START	END	--- PRINCIPAL ---		----- 1ST FUND -----			
			ST	CTY	PORTION	FUND	F/I	OWNERSHIP PORTION
X	06/1990	99/9999	05	081	1.000000	885	F	1.000000

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to the above screen, press ESC and then type 3.

DETAIL OF OPTION 2 - DISTRIBUTIONS FOR A LEASE

06/10/92
15:07:44

RMP REFERENCE DATA SYSTEM
LEASE DISTRIBUTION DATA

SLE160QR
SLE160QD

LEASE NUMBER: 070-037702-0
AGENCY NUMBER : COC37702
START EFF DATE: 06/1990 END EFF DATE: 99/9999

LEASE ACRES	:	320.3900		STATE COUNTY	PORTION	ACRES
				05 081	1.000000	320.3900
FEDERAL PORTION: 1.000000						
INDIAN PORTION:						
OTHER PORTION:						

FUND	PROJECT	STATE	F/I	TRIBAL/ ALLOT	PORTION	ALT RENT FUND
885			F		1.000000	

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous screen, press ESC and then type 3.

OPTION 3 - LEASE FINANCIAL TERMS

06/10/92
15:08:19

RMP REFERENCE DATA SYSTEM
SELECT LEASE FINANCIAL TERMS

SLE113LR
SLE113LD

LEASE NUMBER : 070-037702-0

AGENCY LSE NUM: COC37702

'AS OF' DATE=>

TERMS TYPE CODE =>

*	TERMS TYPE	SEQ	START	END	PROD CODE	CALC METH	SCHD CODE	ROYL CALC	ONLY/LOW RATE
X	R	1	06/1990	06/2000		A			1.000000

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to the above screen, press ESC and then type 3.

DETAIL OF OPTION 3 - LEASE FINANCIAL TERMS

06/10/92	RMP REFERENCE DATA SYSTEM	SLE150QR
15:08:25	LEASE FINANCIAL TERMS DETAIL	SLE150QD
LEASE NUMBER	: 070-037702-0	
AGENCY ASSIGNED LEASE	: COC37702	
TERMS TYPE : R RENTAL	EFF DATE: 06/1990	END DATE : 06/2000
CALC METHOD : A PER ACRE	SEQ NUM: 1	
FOR NON-ROYALTY TERMS-		
FREQUENCY : A ANNUAL	DUE DATE: 06/25	ESCALATION : N
		RECOUPABLE : N
OR: FLAT AMT OR AMT PER UNIT:		MIN. FLAT AMT:
AMT PER ACRE/HECTARE : 1.00		
ACRES/HECTARES : 320.3900	TOTAL AMT DUE:	320.39
FOR ROYALTY TERMS-		
PRODUCT :		SCHEDULE :
ROYALTY CALC:		
ONLY/LOW RATE :	HIGH RATE :	
OR ONLY/LOW AMT PER UNIT :	HIGH AMT/UNIT:	
VIEW LEASE ACCOUNT BALANCES?	(Y IF YES)	

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous screen, press ESC and then type 3.

NOTE: The VIEW LEASE ACCOUNT BALANCES prompt is designed to move you out of the Reference Data Section screens into the Financial Data Section screens. Do not answer Y to this prompt unless you want to move out of the Reference Data Section.

OPTION 4 - OPERATORS FOR A LEASE

06/10/92
15:09:33

RMP REFERENCE DATA SYSTEM
OPERATORS FOR LEASE/AGREEMENT

SLE130QR
SLE130QD

LS/AGRMT NUM : 070-037702-0 AGENCY ASSIGNED L/A NUM: COC37702
LS/AGRMT NAME:
'AS OF' DATE=>

OPERATOR	START	END	OGOR/ 3160	OGOR/3160 FREQ	GAR FREQ
----------	-------	-----	---------------	-------------------	-------------

OPERATOR'S L/A NAME

NO OPERATOR RECORDS FOUND FOR CRITERIA SPECIFIED; PRESS <PF3>.

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

OPTION 5 - PAYORS FOR A LEASE

06/10/92

15:09:50

LEASE NUMBER : 070-037702-0

AGENCY NUMBER : COC37702

'AS OF' DATE=>

RMP REFERENCE DATA SYSTEM

PAYORS FOR A LEASE

SLE140QR

SLE140QD

PAYOR	RESP	RESP START	RESP END
00506 MERIDIAN OIL PRODUCTION INC.	BR BONUS/RENT	06/25/1990	99/99/9999

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

OPTION 6 - LEASE STATUS HISTORY

06/10/92
15:10:08

RMP REFERENCE DATA SYSTEM
LEASE STATUS HISTORY

SLE170QR
SLE170QD

LEASE NUMBER: 070-037702-0
AGENCY NUMBER: COC37702

START DATE	LEASE STATUS	STATUS REASON	PRODUCING
06/25/1990	RP REPORTING		N

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

OPTION 7 - AIDS FOR A LEASE

06/10/92
15:10:23

RMP REFERENCE DATA SYSTEM
SELECT REVENUE SOURCE BY LEASE

SLE180LR
SPI101LD

LEASE: 070-037702-0

* REV SRC R/S TYPE R/S START R/S END

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

OPTION 8 - LEASE ACCOUNT BALANCES

ACCT TYPE/ NAME DATE	PAYOR/ PAYOR NAME	REPORTED	RECOUPED/ BILLED/ DUE DATE	CREDIT BALANCE/ PAID AMOUNT/ DUE AMOUNT
* X R	06/1992	321.00	0.00	321.00
RENTAL			0.00	321.00
				0.00
R	06/1991	321.00	0.00	321.00
RENTAL			0.00	321.00
				0.00
R	06/1990	321.00	0.00	321.00
RENTAL			0.00	321.00
				0.00
R	06/1989	-80.25	0.00	-80.25
RENTAL			0.00	-80.25
				0.00

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to the above screen, press ESC and then type 3.

DETAIL OF OPTION 8 - LEASE ACCOUNT BALANCES

```

06/10/92          FINANCIAL DATA INQUIRIES          SFRL10QR
15:08:47          LEASE ACCOUNT BALANCES INQUIRY        SFR110QD
ACCOUNT TYPE: R RENTAL          REPORTED          : 321.00
LEASE NUMBER: 070-037702-0      F/I: F           : 0.00
PAYOR          :          CREDIT BALANCE          : 321.00
'AS OF' DATE: 07/1992          BILLED           : 0.00
START DATE : 06/1992          PAID             : 321.00
    
```

TRANS DATE	T/C	PAYOR	TRANS AMOUNT	RECEIV DOC/	LINE#	LAST UPDT BY/
			SALES MO RECEIPT DATE	PAYMENT DOC		ON
05/07/1992	04	00506	321.00	RENT20303756	0	CHEK10002197
		06/1992	05/04/1992	CHEK10002197		05/07/1992
05/07/1992	04	00506	321.00	RENT20303756	1	RENT20303756
		06/1992	05/04/1992	00000000		05/07/1992

VIEW MASTER LEASE REFERENCE DATA? (Y IF YES)

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous screen, press ESC and then type 3.

NOTE: The VIEW MASTER LEASE REFERENCE DATA prompt was designed to bring you out of the Financial Data screens and into the Reference Data screens. At this point you are already in the Reference Data Section viewing the Lease Account Balances. If you respond with a Y here, the prompt will not work since you are currently in the Reference Data Section.

In the very near future you may see new fields in the Lease Account Balances screen and the Details of the Lease Account Balances screen.

In the Lease Account Balances screen the new fields will be Annual Due Date and Due Annually. The date under Annual Due Date and the amount under Due Annually will be slightly offset from their respective columns.

In the Details of the Lease Account Balances screen the new fields will be Due Annual, Annual Due Date, and Payor Chk #. The Due Annual field and the Annual Due Date field will be found in the upper center portion of the screen. The Payor Chk # field will be found in the lower portion of the screen below the Trans Date field. In this field you will see the actual check number of the payment made.

When you are in the Lease Account Balances screen looking at Minimum Royalty, you may see the following under the Last Updt By/On field:

BIS-ROY-HIS
00/00/0000

This is royalty history that will track back to October 1983 if applicable to the particular lease. The royalty history tracked will be the amount reported on MMS Form 2014; it will not be actual payment information.

t.

9.1. ENTERING PRIOR AFS LEASES

When entering a prior AFS lease for inquiry, you must go through the Reference Data screens to access the lease. If you go through the Financial Data screens, the system will display a prompt to show that the lease is not in the data base. You will be able to access the Lease Account Balances through Reference Data.

It will also be necessary to enter the lease number in the Lease Number field using the Conversion Tables in Appendix C. If you should inadvertently enter the Agency Assigned Number, the system will prompt you that the lease is not in the data base. You can then reenter the lease number in the correct field.

f.

9.2. ENTERING PRIOR BRASS LEASES

When entering a prior BRASS lease for inquiry, you may go through the Reference Data screens or the Financial Data screens. You may also enter the lease number in either the Lease Number field or the Agency Assigned Number field; the system will accept either one. If you enter the lease number in the Agency Assigned Number field, the system will automatically convert the lease number to the MMS-assigned number.

10. FINANCIAL DATA SCREENS



1.

06/10/92
15:13:39

STATE AND TRIBAL SUPPORT SYSTEM
MAIN MENU

STATMN
PCS900MD

NAME	NUMBER	OPTION DESCRIPTION
SREFMN	1	REFERENCE DATA
SPRFMN	2	PRODUCTION DATA
SRFIMN	3	FINANCIAL DATA

PRESS <PF1> FOR HELP
ENTER OPTION NUMBER => 3 OR NAME =>

1. To access the Financial Data screens, type 3 at the ENTER OPTION NUMBER prompt and press ENTER. Then proceed to the following page.
2. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
3. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.

.

06/10/92
15:12:17

FINANCIAL DATA INQUIRIES
ACCESS LEASE ACCOUNT BALANCES

SPLBIQ
SFR100AD

LEASE NUMBER => 070 037702 0
AGENCY ASSIGNED NUM=> COC37702
PAYOR NUMBER =>
'AS OF' DATE => 06/1993
(MM/CCYY)

ENTER OPTION => 1
1. ADVANCE ROYALTY
2. BONUS
3. ESTIMATE
4. MIN GAS STORAGE WITHDRAWAL
5. MINIMUM ROYALTY
6. RENT
7. ALL
8. MASTER LEASE REFERENCE DATA

ENTERED "LEASE NUMBER" WITH SELECTED "OPTION" NOT FOUND ON THE BALANCE DATABASE.

1. Enter either the MMS lease number or the Agency Assigned Number at the appropriate prompt. Numbers must be entered in exactly the format shown. Use the TAB key to move between fields.
2. If a date is entered in the "As Of" Date field, retrieved data will be limited to that date forward. Either enter the desired date or enter a future date to capture all data.
3. To access any of the above menu options, type the corresponding number at the ENTER OPTION NUMBER prompt and press ENTER.
4. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC then type 3.
5. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC then type 3.
6. To return to the previous menu from this screen, press ESC and then type 3.

NOTE 1: Since data under ADVANCE ROYALTY was not available for this lease number, the following page represents a lease with data available for this option.

NOTE 2: On the following pages are samples of the screens that you would access if you selected Options 1 through 8. You may go directly to the desired option by entering the appropriate number.

OPTION 1 - ADVANCE ROYALTY

06/11/92	FINANCIAL DATA INQUIRIES	AGF401LR
15:07:53	SELECT LEASE ACCOUNT BALANCES	AGF401LD
ACCOUNT TYPE: A	ADVANCED ROYALTY	FED/INDIAN : F
LEASE NUMBER: M73-012758-0		LEASE ANNIV DATE: 02/01/1983
PAYOR :		DUE DATE :
'AS OF' DATE: 09/1993		AMOUNT DUE : 0.00

	DATE	PAYOR	REPORTED	RECOUPEDED/ BILLED	CREDIT BALANCE/ PAID AMOUNT
X	02/1987		0.00	0.00 3,724.00	0.00 0.00

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. If a date is entered in the "As Of" Date field, retrieved data will be limited to that date forward. Either enter the desired date or enter a future date to capture all data.
5. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to this screen, press ESC and then type 3.

DETAIL OF OPTION 1 - ADVANCE ROYALTY

06/11/92
15:07:18

FINANCIAL DATA INQUIRIES LEASE ACCOUNT BALANCES INQUIRY

AGF410QR
AGF410QD

ACCOUNT TYPE: A ADVANCED ROYALTY	REPORTED	:	0.00
LEASE NUMBER: M73-012758-0	F/I: F	:	0.00
PAYOR :	CREDIT BALANCE	:	0.00
'AS OF' DATE: 09/1993	BILLED	:	3,724.00
START DATE : 02/1987	PAID	:	0.00

TRANS DATE	T/C PAYOR	TRANS AMOUNT	RECEIV DOC/	LINE#	LAST UPDT BY/
SALES MO	RECEIPT DATE	PAYMENT DOC	ON		
05/20/1992	AR MA264	3,724.00	TBIL72920004	3	TBIL72920004
	01/1988	05/20/1992	00000000		05/20/1992

VIEW MASTER LEASE REFERENCE DATA? (Y IF YES)

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

NOTE: The VIEW MASTER LEASE REFERENCE DATA prompt is designed to move you out of the Financial Data Section screens into the Reference Data Section screens. Do not respond with Y to this prompt unless you want to move out of the Financial Data Section.

OPTION 2 - BONUS

06/11/92	FINANCIAL DATA INQUIRIES	AGF401LR
15:08:56	SELECT LEASE ACCOUNT BALANCES	AGF401LD
ACCOUNT TYPE: B BONUS	FED/INDIAN	: F
LEASE NUMBER: 049-126612-0	LEASE ANNIV DATE:	06/01/1992
PAYOR :	DUE DATE	:
'AS OF' DATE: 09/1993	AMOUNT DUE	: 0.00

	DATE	PAYOR	REPORTED	RECOUPED/ BILLED	CREDIT BALANCE/ PAID AMOUNT
*	06/1992		2,400.00	0.00	2,400.00
X				0.00	2,400.00

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. If a date is entered in the "As Of" Date field, retrieved data will be limited to that date forward. Either enter the desired date or enter a future date to capture all data.
5. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to the above screen, press ESC and then type 3.

NOTE: Since data under BONUS was not available for COC37702, this page presents a lease that has data available under this option.

DETAIL OF OPTION 2 - BONUS

```

06/11/92                FINANCIAL DATA INQUIRIES                AGF410QR
15:09:03                LEASE ACCOUNT BALANCES INQUIRY                AGF410QD
ACCOUNT TYPE: B BONUS   REPORTED                2,400.00
LEASE NUMBER: 049-126612-0   F/I: F   RECOUPED                0.00
PAYOR :                  CREDIT BALANCE :                2,400.00
'AS OF' DATE: 09/1993      BILLED :                0.00
START DATE : 06/1992      PAID :                2,400.00
    
```

TRANS DATE	T/C	PAYOR	TRANS AMOUNT	RECEIV DOC/	LINE#	LAST UPDT BY/
			SALES MO RECEIPT DATE	PAYMENT DOC		ON
06/10/1992	66	00571	2,400.00	BN1R88000302	0	WIRE88000573
			06/1992 05/13/1992	WIRE88000573		06/10/1992
06/10/1992	66	00571	2,400.00	BN1R88000302	1	BN1R88000302
			06/1992 05/13/1992	00000000		06/10/1992

VIEW MASTER LEASE REFERENCE DATA? (Y IF YES)

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

NOTE: The VIEW MASTER LEASE REFERENCE DATA prompt is designed to move you out of the Financial Data Section screens into the Reference Data Section screens. Do not answer Y to this prompt unless you want to move out of the Financial Data Section.

OPTION 3 - ESTIMATE

The information we have on this option is limited at this time. However, listed under this option you will find estimates of royalties that were submitted to MMS on Form 2014.

OPTION 4 - MIN GAS STORAGE WITHDRAWAL

The information we have on this option is limited at this time. However, listed under this option you will find gas storage withdrawal fees.

•

OPTION 5 - MINIMUM ROYALTY

06/10/92	FINANCIAL DATA INQUIRIES			SFR101LR
15:17:28	SELECT LEASE ACCOUNT BALANCES			SFR101LD
ACCOUNT TYPE: M	MINIMUM ROYALTY	FED/INDIAN	:	F
LEASE NUMBER: 069-012345-0		LEASE ANNIV DATE:	:	04/01/1971
PAYOR :		DUE DATE	:	
'AS OF' DATE: 06/1993		AMOUNT DUE	:	0.00

	DATE	PAYOR	REPORTED	RECOUPED/ BILLED	CREDIT/BALANCE/ PAID AMOUNT
*	04/1991		1,840.00	0.00	1,840.00
X	04/1991			0.00	1,840.00
	04/1990		1,840.00	0.00	1,840.00
	04/1989		1,840.00	0.00	1,840.00
	04/1988		1,840.00	0.00	1,840.00
	04/1987		1,840.00	0.00	1,840.00
	04/1986		1,840.00	0.00	1,840.00

PAGE: 06

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. If a date is entered in the "As Of" Date field, retrieved data will be limited to that date forward. Either enter the desired date or enter a future date to capture all data.
5. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to the above screen, press ESC and then type 3.

OPTION 6 - RENT

06/10/92
15:17:28

FINANCIAL DATA INQUIRIES
SELECT LEASE ACCOUNT BALANCE

SFR101LR
SFR101LD

ACCOUNT TYPE: R RENTAL
LEASE NUMBER: 070-037702-0
PAYOR :
'AS OF' DATE: 06/1993

FED/INDIAN : F
LEASE ANNIV DATE: 06/25/1990
DUE DATE :
AMOUNT DUE : 0.00

* DATE	PAYOR	REPORTED	RECOUPED/ BILLED	CREDIT BALANCE/ PAID AMOUNT
X 06/1992		321.00	0.00	321.00
			0.00	321.00
06/1991		321.00	0.00	321.00
			0.00	321.00
06/1990		321.00	0.00	321.00
			0.00	321.00
08/1989		-80.25	0.00	-80.25
			0.00	-80.25
07/1989		-80.25	0.00	-80.25
			0.00	-80.25
08/1986		80.25	0.00	80.25
			0.00	80.25

PAGE: 00

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. If a date is entered in the "As Of" Date field, retrieved data will be limited to that date forward. Either enter the desired date or enter a future date to capture all data.
5. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to the above screen, press ESC and then type 3.

DETAIL OF OPTION 6 - RENT

06/10/92	FINANCIAL DATA INQUIRIES	SFR110QR
15:17:37	LEASE ACCOUNT BALANCES INQUIRY	SFR110QD
ACCOUNT TYPE: R RENTAL	REPORTED :	321.00
LEASE NUMBER: 070-037702-0	F/I: F RECOUPED :	0.00
PAYOR :	CREDIT BALANCE:	321.00
'AS OF' DATE: 06/1993	BILLED :	0.00
START DATE : 06/1992	PAID :	321.00

TRANS DATE	T/C	PAYOR	TRANS AMOUNT	RECEIV DOC/	LINE#	LAST UPDT	BY/
			SALES MO RECEIPT DATE	PAYMENT DOC			ON
05/07/1992	04	00506		321.00	RENT20303756	0	CHEK10002197
			06/1992	05/04/1992	CHEK10002197		05/07/1992
05/07/1992	04	00506		321.00	RENT20303756	1	RENT20303756
			06/1992	05/04/1992	00000000		05/07/1992

VIEW MASTER LEASE REFERENCE DATA? (Y IF YES)

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

NOTE: The VIEW MASTER LEASE REFERENCE DATA prompt is designed to move you out of the Financial Data Section screens into the Reference Data Section screens. Do not answer Y to this prompt unless you want to move out of the Financial Data Section.

OPTION 7 - ALL

06/10/92

15:18:04

LEASE NUMBER: 070-037702-0

'AS OF' DATE: 06/1993

FINANCIAL DATA INQUIRIES

SELECT LEASE ACCOUNT BALANCES

FED/INDIAN

LEASE ANNIV DATE: 06/25/1990

SFR102LR

SFR102LD

ACCT TYPE/ * NAME DATE	PAYOR/ PAYOR NAME	REPORTED	RECOUPED/ BILLED/ DUE DATE	CREDIT BALANCE/ PAID AMOUNT/ DUE AMOUNT
X R 06/1992	RENTAL	321.00	0.00	321.00
			0.00	321.00
				0.00
R 06/1991	RENTAL	321.00	0.00	321.00
			0.00	321.00
				0.00
R 06/1990	RENTAL	321.00	0.00	321.00
			0.00	321.00
				0.00
R 08/1989	RENTAL	-80.25	0.00	-80.25
			0.00	-80.25
				0.00

PAGE: 000

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.
4. If a date is entered in the "As Of" Date field, retrieved data will be limited to that date forward. Either enter the desired date or enter a future date to capture all data.
5. When an * is present on the left side of the title column, additional information on a Detail screen is available. If there is more than one line of data, tab to the line you wish to view in detail, type an X, and press ENTER. A sample of a Detail screen can be found on the next page. To get back to the above screen, press ESC and then type 3.

DETAIL OF OPTION 7 - ALL

06/10/92	FINANCIAL DATA INQUIRIES	SFR110QR
15:18:15	LEASE ACCOUNT BALANCES INQUIRY	SFR110QD
ACCOUNT TYPE: R RENTAL	REPORTED :	321.00
LEASE NUMBER: 070-037702-0	F/I: F RECOUPED :	0.00
PAYOR :	CREDIT BALANCE :	321.00
'AS OF' DATE: 06/1993	BILLED :	0.00
START DATE : 06/1992	PAID :	321.00

TRANS DATE	T/C	PAYOR	SALES MO	RECEIPT DATE	RECEIV DOC/ PAYMENT DOC	LINE#	LAST UPDT	BY/ ON
05/07/1992	04	00506		321.00	RENT20303756	0	CHEK10002197	
		06/1992		05/04/1992	CHEK10002197		05/07/1992	
05/07/1992	04	00506		321.00	RENT20303756	1	RENT20303756	
		06/1992		05/04/1992	00000000		05/07/1992	

VIEW MASTER LEASE REFERENCE DATA? (Y IF YES)

PAGE: 0001

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

NOTE: The VIEW MASTER LEASE REFERENCE DATA prompt is designed to move you out of the Financial Data Section screens into the Reference Data Section screens. Do not answer Y to this prompt unless you want to move out of the Financial Data Section.

In the very near future you may see new fields in the Lease Account Balances screen and the Details of the Lease Balances screen.

In the Lease Account Balances screen the new fields will be Annual Due Date and Due Annually. The date under Annual Due Date and the amount under Due Annually will be slightly offset from their respective columns.

In the Details of the Lease Account Balances screen the new fields will be Due Annual, Annual Due Date, and Payor Chk #. The Due Annual field and the Annual Due Date field will be found in the upper center portion of the screen. The Payor Chk # field will be found in the lower portion of the screen below the Trans Date field. In this field you will see the actual check number of the payment made.

When you are in the Lease Account Balances screen looking at Minimum Royalty, you may see the following under the Last Updt By/On field:

BIS-ROY-HIS
00/00/0000

This is royalty history that will track back to October 1983 if applicable to the particular lease. The royalty history tracked will be the amount reported on MMS Form 2014; it will not be actual payment information.

•

OPTION 8 - MASTER LEASE REFERENCE DATA

06/10/92	RMP REFERENCE DATA SYSTEM	SLEF10QR
15:18:44	MASTER LEASE DATA	SLE110QD
LEASE	: 070-037702-0	
AGNCY ASSGND NUMBER	: COC37702	
LEASE LOCATION	:	
LEASE TYPE	: L	TERMINABLE IND : Y
FEDERAL/INDIAN/BOTH	: F	KGS/KMA IND : N
LAND CATEGORY	: 30 ACQUIRED	APPLCBL LEASING LAW: 0G
PRODUCT TYPE	: 01 OIL AND GAS	COMPETITIVE IND : N
BLM INSPECT OFFICE	:	YRS IN PRIMARY TERM: 10
ANNIVERSARY DATE	: 06/25/1990	API STATE : 05 COLORADO
EXPIRATION DATE	: 06/24/2000	FORMER ACT OFFICE :
EXCHANGE DATE	:	AGENCY STATE & DIST: 05 CO01
LAST RENEWAL DATE	:	OCS SECT/AREA/BLOCK:
LAST READJUST DATE	:	PRODUCIBLE DATE :
DOC RECEIPT DATE	:	1ST PRODUCTION DATE:
TERMINATION DATE	:	REMARKS ? : N
RELATED LEASE(S) ?	: N ENTER OPTION=>	VIEW?=> (R=REMARKS L=RELATED LSE
1. AGREEMENTS/MINES FOR A LEASE		5. PAYORS FOR A LEASE
2. DISTRIBUTIONS FOR A LEASE		6. LEASE STATUS HISTORY
3. LEASE FINANCIAL TERMS		7. AIDS FOR A LEASE
4. OPERATORS FOR A LEASE		8. LEASE ACCOUNT BALANCES

1. To access the Help screen, press ESC and then type 1. To return to the previous screen, press ESC and then type 3.
2. To access field help for dialog (field definitions), press ESC and then type 2. To return to the previous screen, press ESC and then type 3.
3. To return to the previous menu from this screen, press ESC and then type 3.

10.1. REFUNDS

Refunds will appear in BIS in three different ways. A refund that resided on BRASS prior to conversion to BIS will appear in the Lease Account Balances screen as a negative RFND. However, it is important to note that when you see this code, it may not always be a refund so you will need to verify this with MMS (see page iii).

A refund that was entered into the system after the conversion to BIS will appear as a negative BN1R, the T/C Code will be 69, and the first three digits in the Payment Document field will be 304. For this type of refund it won't be necessary to verify with MMS; the system should accurately reflect the refund.

Any future refund will appear in the system as a negative CRED, the T/C Code will be 69, and the first three digits in the Payment field will also be 304. It will not be necessary to verify these refunds with MMS; the system should accurately reflect the refund.

•

11. APPENDICES

APPENDIX A

BIS USER PASSWORDS

The following procedures must be followed if you want to add additional users.

- The user and supervisor must both sign the MMS STATSS ACCESS REQUEST/SECURITY STATEMENT (Form MMS-4308). The "new" blank must be checked.
- The user and the first- and second-level supervisors must sign the form.
- Forward the original completed forms to the MMS Security Officer for processing by MMS.

Please mail original forms to:

USDI MMS SMD
12600 West Colfax
Building B, Suite 500
ATTN: Jake Meyer, Security Officer
Lakewood, CO 80215

- Individual passwords will be mailed to you.

The following procedures must be followed when a user will no longer be accessing BIS.

- The MMS STATSS ACCESS REQUEST/SECURITY STATEMENT (Form MMS-4308) must be completed by checking the "Delete" blank and filling in the User Name, User Organization, and Supervisor's Signature Lines.
- The user and the first- and second-level supervisors must sign the form.
- Forward the completed original forms to the MMS Security Officer for deletion of the user's password by MMS.

STATSS ACCESS REQUEST
Application for Access to the STATSS System

Action to be taken (Please check one) NEW _____ CHANGE _____ DELETE _____

If Change or Delete specify current ID _____

Name: _____ Title: _____

Telephone Number () _____ FTS _____

Organization _____
(State, Tribe, Company or Div/Branch/Section)

Office Mailing Address: _____

SECURITY STATEMENT

I understand that it is my responsibility to safeguard and maintain the strict confidentiality of all data and the individual access symbols which I am requesting from the Minerals Management Service. I understand that this information is not to be exchanged, traded, divulged, or otherwise compromised in any way; and that any breach of this security is to be reported immediately to my supervisor or the RMP Installation ADP Security Officer.

Any intentional compromise of this information or use of the RMP automated system for anything other than official, approved purposes is prohibited.

Applicant Signature: _____ Date: _____

Approved By: _____ Date: _____
(Applicant's Immediate Supervisor)

Approved By: _____ Date: _____
(Applicant's Second-Level Supervisor)

FOR MMS USE ONLY:

STATSS Section Chief Approval: _____ Date: _____

STATSS ID ADMINISTRATOR: _____ Date Received: _____

Completed By: _____ Date Completed: _____

APPENDIX B

HINTS FOR CREATING PASSWORDS

Passwords must be eight characters long (no more, no less).

Passwords can be letters, numbers, or a combination of letters and numbers.

Do not use any familiar names of your pets, children, or spouse.

Use a series that will be easy to remember. Example: tripfish, ballbase, geometry, or lbunch92.

Do not post or write down your password.

Never share your password with anyone. New or different persons in your office must have their own log-on procedures. If someone does not have access, contact your BIS contact person.

If revoked from the system, call the MMS Help Desk at (303) 231-3474 to receive a new temporary password for reentry. If unable to reach them, call Paul Bodenberger at (303) 231-3449 or Alan Johnson at (303) 231-3450.

The system will allow five attempts at creating a password. If none are successful, you will be revoked and a call will have to be made to the Help Desk to get a new temporary access password.

Your password will expire in 30 days, and you will be prompted to change it.

UserIDs will be revoked if you do not log on to BIS for 45 days. This will improve the security of your data by allowing only active users to have access. If you should be revoked unintentionally, please contact your BIS contact person.

8.



APPENDIX C

MMS CONVERSION TABLES

LEASE PRODUCT TYPE

LEASE PRODUCT TYPE CODE
IDENTIFIES CATEGORY OF PRODUCTS PRODUCED
FROM A LEASE

01	OIL AND GAS
02	MINING - UNSPECIFIED
03	GEOTHERMAL
04	COAL
05	POTASSIUM
06	PHOSPHATE
07	SODIUM
08	SULPHUR
09	GILSONITE
10	ASPHALT
11	HARDROCK
12	OIL SHALE
13	SAND AND GRAVEL
14	URANIUM
15	ALUMINUM
16	BAUXITE
17	BENTONITE
18	CLAY
19	SILICA SAND
20	GYPSUM
21	LIMESTONE
22	COPPER
23	CHAT
24	GRANITE
25	CINDER

PRODUCT CODE

LEASE PRODUCT CODE
IDENTIFIES SPECIFIC PRODUCT PRODUCED FROM A LEASE
WITHIN A LEASE PRODUCT TYPE CATEGORY. ALPHA CODES ARE
FOR SOLID MINERALS; NUMERIC CODES ARE FOR FLUID
MINERALS AND GASES. (The following Product Codes can
be found in Reference Data under Lease Financial
Terms.)

AA	AMETHYST
AB	ASBESTOS
AD	ASPHALT
AG	SILVER
AP	GOLD PLACER
AU	GOLD METAL
BA	BITUMEN-RAW
BB	BARITE
BC	BASALT

APPENDIX C

MMS CONVERSION TABLES

PRODUCT CODE	BD	BENTONITE
	BF	BITUMIN-PROCESSED
	BG	BORAX-COARSE
	BH	BORAX-ANHYDROUS
	BJ	BORAX-DECAHYDRATE
	BL	BORAX-PENTAHYDRATE
	BM	BORIC ACID
	BN	BORIC SLAG
	BP	BURKEITE CAKE
	BR	BURKEITE BRINE
	BW	BORAX ORE
	CA	CALCIUM CHLORIDE
	CB	CHAT
	CC	CINDERS
	CD	CADMIUM
	CG	CLAY
	CH	COPPER CONCENTRATE
	CI	COPPER CONCENTRATE (MILL-EQUIV)
	CJ	COPPER ORE
	CO	CARBON DIOXIDE
	CU	COPPER
	DA	DAWSONITE
	EA	COAL-ANTHRACITE- PROCESSED
	EB	COAL-ANTHRACITE-RAW
	EC	COAL-BITUMINOUS- PROCESSED
	ED	COAL-BITUMINOUS-RAW
	EF	COAL-LIGNITE-PROCESSED
	EG	COAL-LIGNITE-RAW
	EH	COAL-SUBBITUMINOUS- PROCESSED
	EI	COAL-SUBBITUMINOUS-RAW
	ER	COAL-RESIN
	ES	COAL-FINES CIRCUIT
	FA	FELDSPAR CONCENTRATE
	FB	FERRO PHOSPHOROUS SLAG
	FC	FLUORSPAR CONCENTRATE- INDUST
	FD	FLUORSPAR CONCENTRATE- CHEMICAL
	FE	IRON ORE
	FF	IRON CONCENTRATE
	FR	FLUORSPAR-RAW ORE
	GB	GARNET SANDS
	GC	GARNET CONCESSION SALE

APPENDIX C

MMS CONVERSION TABLES

PRODUCT CODE	GF	GILSONITE
	GG	GRANITE
	GH	GYPNUM
	GL	GLASERITE
	HG	MERCURY
	IA	ILMENITE RAW ORE
	JA	MURIATE OF POTASH-COARSE
	JB	MURIATE OF POTASH-FINE
	JC	MURIATE OF POTASH-CHEMICAL
	JD	MURIATE OF POTASH-STANDARD
	JE	MIXED POTASH-RAW ORE
	JL	MURIATE OF POTASH-GRANULAR
	JS	MURIATE OF POTASH-SOLUBLE
	KA	KYANITE
	LA	LANGBEINITE-RAW ORE
	LB	LANGBEINITE-COARSE
	LC	LANGBEINITE-GRANULAR
	LD	LANGBEINITE-STANDARD
	LS	LANGBEINITE-SPECIAL STD
	LT	LENOARDITE
	MA	MICA
	MB	MOLYBDENUM CONCENTRATE
	MC	MIXED SULFATE CAKE
	MD	CARBONATED LIQUOR
	ME	SUPO END LIQUOR
	MG	MAGNESIUM CHLORIDE-BRINE
	MN	MANGANESE
	MO	MOLYBDENUM
	MS	MANURE SALTS
	NA	SODIUM
	NB	SODIUM BRINE
	NC	NAHCOLITE
	ND	BRINE BARRELS
	NI	NICKEL
	NL	LLX/BAX BRINE
	NP	BORATE/POTASH BRINE
	NQ	BORATE/SULFATE BRINE
	NS	HI-CARBONATE BRINE
	OB	OLIVINE CONCENTRATE

APPENDIX C

MMS CONVERSION TABLES

PRODUCT CODE	PB	LEAD
	PC	LEAD CONCENTRATE
	PE	LEAD CONCENTRATE (MILL EQUIV)
	PF	LEAD ORE
	PG	LIMESTONE
	PH	PHOSPHATE PEBBLE
	PI	PEAT
	PJ	PHOSPHATE CONCENTRATE
	PK	PHOSPHATE RAW ORE
	PL	PHOSPHATE ROCK
	PM	PHOSPHATIC CLAY
	PN	POTASSIUM SULPHATE- STANDARD
	PP	PURGE LIQUOR
	PS	POTASSIUM SULPHATE SPECIAL STD
	PT	POTASSIUM SULPHATE- GRANULAR
	QA	QUARTZ
	QB	QUARTZ CRYSTAL
	RA	SPENT BRINE
	SA	SALT
	SB	SODIUM BICARBONATE
	SC	SCORIA
	SD	SALT CAKE
	SE	SILICA SAND
	SF	SAND/GRAVEL
	SG	SAND/GRAVEL-CUBIC YARDS
	SH	SLAG (METAL)
	SI	SODIUM BICARBONATE-INDUSTRIAL
	SJ	SODA ASH
	SK	SODA ASH-LIGHT
	SL	SODA ASH-DENSE
	SM	SODIUM BICARBONATE ANIMAL FEED
	SN	ANHYDROUS SODIUM SULFATE
	SO	SODA ASH-GRANULAR
	SP	SODIUM SESQUICARBONATE
	SQ	SODIUM TRIPOLYPHOSPHATE
	SS	SULPHUR
	ST	SODA ASH
	SW	SALT WASTE
	SY	SYLVITE-RAW ORE
	SZ	SULFURIC ACID
	TD	TAR SAND
	TF	TITANIUM OXIDE

APPENDIX C

MMS CONVERSION TABLES

PRODUCT CODE

TG	TRIPOLI
TJ	TRONA ORE
UA	URANIUM-RAW ORE
UU	URANIUM CONC (YELLOW CAKE)
VV	VANADIUM
WA	WAVELLITE
WW	TUNGSTEN
XA	ASPHALT
XB	BARITE
XC	BENTONITE
XD	COAL
XE	CLAY
XF	FELDSPAR
XG	FLUORSPAR
XH	GARNET/SAND
XI	GILSONITE
XJ	IRON ORE
XK	LEAD CONCENTRATE
XL	PHOSPHATE
XM	POTASH
XN	QUARTZ
XO	QUARTZ CRYSTAL
XP	SAND & GRAVEL
XQ	SAND & SILICA
XR	SODIUM
XS	OIL SHALE
XT	TUNGSTEN
XU	URANIUM
XV	WAVELLITE
XW	ZINC CONCENTRATE
XX	COPPER CONCENTRATE
XY	LIMESTONE
XZ	OTHER
YA	HOT WATER
YB	GEOHERMAL/STEAM
YC	EFFLUENT DISPOSAL
ZA	ZINC CONCENTRATE
ZB	ZINC CONCENTRATE (MILL EQUIV)
ZN	ZINC
01	OIL
02	CONDENSATE
03	PROCESSED (RESIDUE) GAS
04	UNPROCESSED (WET) GAS
05	DRIP OR SCRUBBER CONDENSATE
07	GAS PLANT PRODUCTS

APPENDIX C

MMS CONVERSION TABLES

PRODUCT CODE	09 12 13 14 15 16 17 18 19 20 22 25 26 27	NITROGEN FLASH GAS FUEL OIL OIL LOST FUEL GAS GAS LOST-FLARED OR VENTED CARBON DIOXIDE GAS (CO2) SALT SULFUR OTHER LIQUID- HYDROCARBONS HELIUM GEOHERMAL-HOT WATER GEOHERMAL-EFFLUENT DISPOSAL GEOHERMAL STEAM
--------------	--	---

PRODUCT CODE LEASE PRODUCT CODE
IDENTIFIES SPECIFIC PRODUCT PRODUCED FROM A LEASE
WITHIN A LEASE PRODUCT TYPE CATEGORY. (The following
Product Codes can be found in Production Data under
Lease/Agreement Production History. There are more
Product Codes found in Production Data than in
Reference Data.)

01 02 03 04 05 06 07 08 09 10 12 13 14 15 16 17 18 19 20 22 23 25	OIL/CONDENSATE AFS-CONDENSATE RESIDUE-GAS UNPROCESSED GAS DRIP OR SCRUB CONDENSATE METHANE NATURAL GAS LIQUIDS (NGLs) HYDROGEN NITROGEN OXYGEN FLASH GAS FUEL OIL OIL LOST FUEL GAS GAS LOST-FLARED & VENTED CARBON DIOXIDE SALT SULFUR OTHER LIQUID HYDROCARBON HELIUM NITROGEN GEOHERMAL-HOT WATER
--	---

APPENDIX C

MMS CONVERSION TABLES

PRODUCT CODE	26	GEOTHERMAL-EFFLUENT DISPOSAL
	27	GEOTHERMAL-STEAM
	29	WATER-IRRIGATION
	30	WATER-FORMATION
	31	HYDROGEN SULFIDE
	32	AMMONIA
	33	WASTE OIL
	4P	ADJUSTED TRANSFER
	50	ETHANE
	51	PROPANE
	52	I-BUTANE
	53	N-BUTANE
	54	I-PENTANE
	55	N-PENTANE
	56	HEXANES PLUS
	57	BUTANE PLUS
	58	PENTANE PLUS
	59	HEXANE
	60	HEPTANE PLUS
	61	ETHANE PROPANE MIX
	62	PROPANE BUTANE MIX
	63	BUTANE MIX
	64	BUTANE PENTANE MIX
	7P	MISSING NGLs

LOCATION METHOD CODE TYPE OF METHOD USED FOR DESCRIPTION OF THE LOCATION OF THE WELL. (The following Location Method Codes can be found in Reference Data under Access Well.)

00	OTHER - including the following: METES AND BOUNDS X AND Y COOR SYSTEM TEXAS SURVEY
01	QTR-QTR-SEC-TNSHP-RNG
02	OFFSHORE AREAS AND BLOCKS
03	LATITUDE AND LONGITUDE

APPENDIX C

MMS CONVERSION TABLES

LAND CATEGORY

LAND CATEGORY CODE
DESCRIBES THE TYPE OF LAND THAT IS BEING
LEASED

10	PUBLIC
20	OUTER CONTINENTAL SHELF
30	ACQUIRED
40	MILITARY AND MISC.
50	NAVAL PETROLEUM RESERVE
60	INDIAN-ALLOTTED
61	INDIAN-TRIBAL & ALLOTTED
62	INDIAN-TRIBAL
70	PRIVATE ACQUIRED
80	FEDERAL AND INDIAN
85	PUBLIC ACQUIRED
90	ONSHORE AGREEMENT
99	OTHER

LEASE STATUS

LEASE STATUS CODE
A CODE THAT REFLECTS THE STATUS OF THE LEASE

NR	NONREPORTING LEASE
RP	REPORTING LEASE
SU	SUSPENDED LEASE

STATUS REASON

CODE INDICATING THE REASON WHY A LEASE IS IN SU
- SUSPENDED OR NR - NOT REPORTING STATUS
STATUS REASON CODES ARE COMBINED WITH LEASE
STATUS CODES TO DEFINE TABLE VALUES

NRAT	AGENCY TERMINATED
NRBC	TERMINATED BEFORE CONVERSION
NRMT	MMS TERMINATED
NRCN	CANCELLED
NREX	EXPIRED
NRIV	INVALID - DO NOT USE
NROT	OTHER
NR RJ	REJECTED
NR RQ	FULL RELINQUISHMENT
SU01	NONPYMNT/INCORRECT/NONTIMELY
SU02	NONREPORTING/IMPROPER REPRTG
SU03	NONCOMPLIANCE NOTICE/NO RESPS
SU04	ARRIVAL OF APPL FOR SUSPENSION
SU05	POLLUTION OR SURFACE DAMAGE
SU06	EMERGENCY SUSPENSION
SU07	OTHER
SU08	DEPARTMENT OF DEFENSE ACTIVITY

APPENDIX C

MMS CONVERSION TABLES

The production on solid minerals cannot currently be tracked using BIS. To track the production on solid minerals, it will be necessary to use the Solid Leasable Mineral System (SLMS). It is possible to track the production of oil and gas using BIS.

APPENDIX C

ALPHA STATE	AFS (FIPS)	CRD (API)	ALPHA STATE	AFS (FIPS)	CRD (API)
AL	01	01	NE	31	26
AK	02	50	NV	32	27
AZ	04	02	NJ	34	29
AR	05	03	NM	35	30
CA	06	04	NY	36	31
CO	08	05	NC	37	32
DE	10	07	ND	38	33
DC	11	08	OH	39	34
FL	12	09	OK	40	35
GA	13	10	OR	41	36
HI	15	51	PA	42	37
ID	16	11	RI	44	38
IL	17	12	SC	45	39
IN	18	13	SD	46	40
IA	19	14	TN	47	41
KS	20	15	TX	48	42
KY	21	16	UT	49	43
LA	22	17	VT	50	44
ME	23	18	VA	51	45
MD ^e .	24	19	WA	53	46
MA	25	20	WV	54	47
MI	26	21	WI	55	48
MN	27	22	WY	56	49
MS	28	23			
MO	29	24			
MT	30	25			

The 3-digit county codes are
the same except for Alaska.

APPENDIX C

FUND SYMBOLS

CRD	BLM/TREASURY	DESCRIPTION
801	14X5003	Mineral Leasing Act of 1920 (OG, OC, OL, OA, ON leases only)
802	142039	General Fund Royalties
805	125008.1	National Forest Fund (Requires a Project Code)
806	125896.1	National Grasslands Fund (Requires a Project Code)
807	145000.24	BOR Acquired Lands
809	14X50911	National Wildlife Refuge Fund U.S. Fish & Wildlife
813	14X6140	Lands Withdrawn for Native Selection
5	145896.11	BLM Grasslands (Requires a Project Code)
823	145134	South Half of Red River Disbursements
827	965090	Corps of Engineers (Requires a Project Code)
885	145044	Taylor Grazing Act
927	145090	Corps of Engineers - Private Leases (Requires a Project Code)
970	145003.001	School Indemnity O&G Royalty
971	* 14X5003.001NONOG	School Indemnity non O&G Royalty (CL, GC, GT, all non O&G leases and permits)



8.

APPENDIX D

AFS CONVERSION TABLES

LEASE PREFIX CONVERSION TABLE, ONSHORE, SORTED BY BLM STATE OFFICE AND AFS PREFIX

<u>BLM STATE OFFICE</u>	<u>SURFACE AGENCY PREFIX</u>	<u>AFS PREFIX</u>
ALASKA	ANCHORAGE	002
ALL STATES	BLM-A	044
ARIZONA	A (ARIZONA "X" SERIES)	011
CALIFORNIA	CA (CALIFORNIA)	006
CALIFORNIA	LOS ANGELES	072
CALIFORNIA	RIVERSIDE ("O" SERIES)	079
CALIFORNIA	SACRAMENTO ("O" SERIES)	080
CALIFORNIA	S (SACRAMENTO "X" SERIES)	181
CALIFORNIA	R (RIVERSIDE "X" SERIES)	271
COLORADO	COLORADO-ACQ ("O" SERIES)	004
COLORADO	COLORADO ("O" SERIES)	005
COLORADO	DENVER	065
COLORADO	C (COLORADO "X" SERIES)	069
COLORADO	C-ACQ (COLORADO-AQUIRED "X" SERIES)	070
COLORADO	PUEBLO	077
COLORADO	BLM-A-COLO	103
COLORADO	14-20-151	519
COLORADO	14-20-604	522
COLORADO	MOO-C-1420	524
COLORADO	I-22-IND	614
CO/ES/MT/WY	I-SEC	801
COLORADO	750	750
EASTERN STATES	BATON ROUGE	041
ES/NM	GLO	142
EASTERN STATES	BLM-FW (FISH & WILDLIFE)	143
EASTERN STATES	ES (EASTERN STATES)	155
EASTERN STATES	SAND	443
EASTERN STATES	I-103-IND	501
ES/CO/MT/WY	I-SEC	801
	BLM-FW ACC	039
IDAHO	IDAHO	016
MONTANA	MONTANA ("O" SERIES)	024
MONTANA	BLM-A-MONT	025
MONTANA	BLM-ND	033
MONTANA	M (MONTANA)	053

APPENDIX D

AFS CONVERSION TABLES

LEASE PREFIX CONVERSION TABLE, ONSHORE, SORTED BY BLM STATE OFFICE AND AFS PREFIX (CONT.)

<u>BLM STATE OFFICE</u>	<u>SURFACE AGENCY PREFIX</u>	<u>AFS PREFIX</u>
MONTANA	BILLINGS	059
MONTANA	BISMARCK	060
MONTANA	GREAT FALLS	068
MONTANA	BLM-A-ND	083
MONTANA	M-ACQ (MONTANA-ACQUIRED "X" SERIES)	154
MONTANA	MONTANA-ACQ (MONTANA ACQUIRED "O" SERIES)	158
MONTANA	M-ND (MONTANA-NORTH DAKOTA "X" SERIES)	255
MONTANA	MONT-ACQ-ND (MONTANA-ACQUIRED NORTH DAKOTA "O" SERIES)	256
MONTANA	MONT-ND (MONTANA-NORTH DAKOTA "O" SERIES)	273
MONTANA	M-ACQ-SD (MONTANA-ACQUIRED SOUTH DAKOTA "X" SERIES)	274
MONTANA	M-SD (MONTANA-SOUTH DAKOTA "X" SERIES)	275
MONTANA	M-ACQ-ND (MONTANA-ACQUIRED NORTH DAKOTA "X" SERIES)	284
MONTANA	14-20-C56	506
MONTANA	14-20-C51	507
MONTANA	D.C. BLACKFEET	512
MONTANA	BLACKFEET	513
MONTANA	I-5-IND	514
MONTANA	14-20-251	515
MONTANA	O&G-251	517
MONTANA	14-20-252	520
MONTANA	14-20-256	523
MONTANA	O&G-BLACKFEET	526
MONTANA	I-32-IND	528
MONTANA	14-20-I04	529
MONTANA	14-20 TMTN	533
MONTANA	FP OG-35	536
MONTANA*	14-20-0259	537
MONTANA	FT. BELKNAP	538
MONTANA	14-20-30A0101	539
MONTANA	14-20-A04	540
MONTANA	TURTLE MTN. BANK OF CHIPPEWA	610
MONTANA	I-23-IND	619
MONTANA	I-37-IND	622
MONTANA	I-SEC	801
MT/CO/ES/WY	NDM-NORTH DAKOTA (DICKINSON)	883
MONTANA	MILES CITY	884
MONTANA		884

APPENDIX D

AFS CONVERSION TABLES

LEASE PREFIX CONVERSION TABLE, ONSHORE, SORTED BY BLM STATE OFFICE AND AFS PREFIX (CONT.)

<u>BLM STATE OFFICE</u>	<u>SURFACE AGENCY PREFIX</u>	<u>AFS PREFIX</u>
NEVADA	NEVADA ("O" SERIES)	007
NEVADA	CARSON CITY	008
NEVADA	N (NEVADA "X" SERIES)	027
NEW MEXICO	TRANS-NM	003
NEW MEXICO	NEW MEXICO ("O" SERIES)	029
NEW MEXICO	NM (NEW MEXICO "X" SERIES)	030
NEW MEXICO	GUTHRIE	040
NEW MEXICO	BLM-C	045
NEW MEXICO	NM-A (NEW MEXICO ACQUIRED "X" SERIES)	047
NEW MEXICO	LAS CRUCES	071
NEW MEXICO	NM-TEX-ACQ (NEW MEXICO-TEXAS-ACQUIRED)	076
NEW MEXICO	SANTA FE	082
NM/ES	GLO	142
NEW MEXICO	BLM	143
NEW MEXICO	NM-ACQ (NEW MEXICO-ACQUIRED "O" SERIES)	149
NEW MEXICO	I-89-IND	415
NEW MEXICO	CO20-1420	503
NEW MEXICO	I-51-IND	505
NEW MEXICO	I-69-IND	510
NEW MEXICO	14-20-0207	511
NEW MEXICO	I-149-IND	516
NEW MEXICO	14-20-0205	518
NEW MEXICO	14-20-0202	521
NEW MEXICO	NOO-C-1420	525
NEW MEXICO	NOG	527
NEW MEXICO	I-27-IND	601
NEW MEXICO	14-20-0402	602
NEW MEXICO	14-20-0206	607
NEW MEXICO	JICARILLA	609
NEW MEXICO	14-20-0208	615
NEW MEXICO	14-20-600	620
NEW MEXICO	14-20-603	621
NEW MEXICO	14-20-0603	623
NEW MEXICO	I-94-IND	714
NEW MEXICO	750	750
*KSC	KANSAS-COLORADO (PUBLIC)	069
*KSC	KANSAS-COLORADO (ACQUIRED)	070

APPENDIX D

AFS CONVERSION TABLES

LEASE PREFIX CONVERSION TABLE, ONSHORE, SORTED BY BLM STATE OFFICE AND AFS PREFIX (CONT.)

<u>BLM STATE OFFICE</u>	<u>SURFACE AGENCY PREFIX</u>	<u>AFS PREFIX</u>
*KSNM	KANSAS-NEW MEXICO (PUBLIC)	030
*KSNM	KANSAS-NEW MEXICO (ACQUIRED)	047
*KSW	KANSAS-WYOMING (PUBLIC)	049
*KSW	KANSAS-WYOMING (ACQUIRED)	050
* At various times Kansas leases were administered by BLM in Colorado, New Mexico, and Wyoming. All Kansas leases are now administered by the New Mexico BLM.		
OREGON	WASHINGTON	010
OREGON	O (OREGON "X" SERIES)	105
UTAH	UTAH ("O" SERIES)	042
UTAH	UTAH-ACQ ("O" SERIES)	043
UTAH	U-ACQ (UTAH-ACQUIRED "X" SERIES)	046
UTAH	SALT LAKE CITY	081
UTAH	U (UTAH "X" SERIES)	171
UTAH	14-20-H-62	509
UTAH	14-109-IND	531
UTAH	14-20-462	532
WYOMING	WYOMING ("O" SERIES)	048
WYOMING	W (WYOMING "X" SERIES)	049
WYOMING	W-ACQ (WYOMING-ACQUIRED "X" SERIES)	050
WYOMING	BUFFALO	062
WYOMING	CHEYENNE	064
WYOMING	EVANSTON	066
WYOMING	W-N (O) (WYOMING-NEBRASKA "O" SERIES)	087
WYOMING	WYOMING-ACQ ("O" SERIES)	089
WYOMING	BLM-A-WYO	188
WYOMING	W-N (WYOMING-NEBRASKA "X" SERIES)	251
WYOMING*	W-A-N (WYOMING-ACQUIRED NEBRASKA "X" SERIES)	252
WYOMING	W-A-NEBR (WYOMING-ACQUIRED NEBRASKA "O" SERIES)	276
WYOMING	14-20-C58	502
WYOMING	14-20-258	535
WYOMING	I-96-IND	634
WY/CO/ES/MT	I-SEC	801

APPENDIX D

AFS CONVERSION TABLES

LEASE PREFIX CONVERSION TABLE, OFFSHORE, SORTED BY ISSUING OFFICE AND AFS PREFIX

<u>MMS ISSUING OFFICE</u>	<u>OCS PREFIX</u>	<u>AFS PREFIX</u>
ALASKA	OCS-Y (ALASKA)	111
ATLANTIC OCS REGION	OCS-MA (MIDDLE ATLANTIC)	056
	OCS-SA (SOUTH ATLANTIC)	057
	OCS-NA (NORTH ATLANTIC)	058
GULF OF MEXICO OCS REGION	OCS-G	054
	OCS	055
PACIFIC OCS REGION	OCS-P (PACIFIC)	088

APPENDIX D

LEASE PREFIX CONVERSION TABLE

<u>BLM ADMINISTRATIVE STATE</u>	<u>FEDERAL MMS PREFIX</u>	<u>BLM PREFIX</u>
ALASKA	M01 M02	A OR ANCHORAGE F OR FAIRBANKS
ARIZONA	M11	AR, A, A (ARIZONA)
CALIFORNIA	M03 M04 M06 M16	S (SACRAMENTO) R (RIVERSIDE) LA (LOS ANGELES) CA (CALIFORNIA)
COLORADO	M49 M50 M51 M54	D (DENVER) C (COLORADO) P, PU (PUEBLO) BLM-A
EASTERN STATES	M64 M86 M88 M89	BLM M (MINNESOTA) BLM-A ES
IDAHO	M12 M13	I BLACKFOOT
MONTANA	M18 M20 M21 M22 M25	M MONTANA (GF) BILLINGS OR MONTANA (BIL) CASPER GF (GREAT FALLS)
NORTH DAKOTA	M19 M23 M24 M33	M (ND) OR MONTANA (ND) B (BISMARK) ND (NORTH DAKOTA) BLM (ND)
SOUTH DAKOTA	M36 M31 M32	M (SD) BLM-A (ALL STATES ADMINISTERED BY MONTANA) BLM (ALL STATES ADMINISTERED BY MONTANA)

APPENDIX D

LEASE PREFIX CONVERSION TABLE (CONT.)

<u>BLM ADMINISTRATIVE STATE</u>	<u>FEDERAL MMS PREFIX</u>	<u>BLM PREFIX</u>
NEVADA	MO7 MO8 M13	N CC BLACKFOOT
NEW MEXICO		
KANSAS	NONE	
NEW MEXICO	M39 M40 M41 M43	LC (LAS CRUCES) NM SF (SANTA FE) BLM-A
OKLAHOMA	M60 M61 M64 M65	BLM-C BLM-I BLM NM (OK) OR OKNM
TEXAS	M66 M42	TRANS NM (OK) T (TEXAS)
OREGON	M05 M13	O BLACKFOOT
WASHINGTON	M10	WASHINGTON OR OR (WA)
UTAH	M72 M73 M77	SL (SALT LAKE) U BLM-A
WYOMING	M22 M29 M31 M32 M74 M75	CASPER B (BUFFALO) OR W (BUFF) BLM-A C OR CH (CHEYENNE) OR W (CHEY) E (EVANSTON) W
EASTERN STATES	M95	DEVELOPMENT CONTRACTS
CALIFORNIA	M99	DEVELOPMENT CONTRACTS

APPENDIX D

INDIAN

<u>GEOGRAPHIC STATE</u>	<u>MMS PREFIX</u>	<u>BIA - ASSIGNED PREFIXES</u>
Arizona, California, Idaho, Nevada, Oregon, and Washington	M09 M14 M15	All Indian Prefixes 14-20-0603 14-20-0450
Colorado	M55	All Indian Prefixes
Montana, North Dakota, South Dakota, and Wyoming	M34 M35	14-20-0252 All Indian Prefixes
Minnesota	M90	All Indian Prefixes
New Mexico and Texas	M44 M45 M46	All Indian Prefixes 114-20-603 NOO-C-1420
Oklahoma, Arkansas, and Missouri	M67	All Indian Prefixes
Utah	M78	All Indian Prefixes
Alaska	M82	All Indian Prefixes
All Other States Not Specifically Identified	M90	All Indian Prefixes

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APPENDIX E

TRANSACTION CODES

<u>Code</u>	<u>Description</u>
01	Royalty Due
02	Minimum Royalty Payment
03	Estimated Royalty Payment
04	Rental
05	Advance Rental Credit
06	Royalty-in-Kind
10	Compensatory Royalty
11	Transportation Allowance Claimed
12	Tax Credit
13	Gathering Reimbursement
14	Tax Reimbursement
15	Processing (Manufacturing) Allowance Claimed
16	Well Fees - Unbilled
17	Storage Agreement - Flat Fee
18	Storage Agreement - Injection Fee
19	Storage Agreement - Withdrawal Fee
20	No Sales
25	Recouping Advance Rental Credit
31	Take-or-Pay Payments and Settlements
32	Advance Royalty
33	Recoup Advance Royalty
37	Royalties Due in Lieu of State Severance Tax
38	Additional Royalty Due in Lieu of Other State-Assessed Charges
39	Net Profit Share Sales - Unprofitable

APPENDIX E

TRANSACTION CODES (CONT.)

<u>Code</u>	<u>Description</u>
40	Net Profit Share Sales and Royalties - Profitable
41	Compensatory NPS Sales - Unprofitable
42	Compensatory NPS Sales and Royalties - Profitable
65	First Year Rental
66	Bonus Payment
67	Deferred Bonus Payment
68	Invested Interest
69	Rental Refund
70	Bonus Refund
AR	Advance Royalty
ND	Nominally Deficient

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APPENDIX F

BIS CONTACT PERSONS

<u>BIS Contact</u>	<u>Office</u>	<u>FTS Telephone Numbers</u>
Alaska		
Sue Faught	AK-982	(907) 271-4436
Betty Roseberry (Alternate)	AK-982	(907) 271-4427
Arizona		
Mary Hyde	AZ-921	(602) 640-5534, x356
Mary Jo Yoas (Alternate)	AZ-921	(602) 640-5534, x351
California		
Bonnie Edgerly	CA-943.2	(916) 978-4818
Alleyn Rizer (Alternate)	CA-943.2	(916) 978-4818
Colorado		
Patti Old	CO-921A	(303) 239-3777
Milada Krasilinec (Alternate)	CO-921A	(303) 239-3767
Eastern States Office		
Strader	ESO-944	(703) 461-6280
Diane Henson (Alternate)	ESO-943	(703) 461-1472
Idaho		
Jean Earl	ID-943A (Accounts)	(208) 384-3182
Julia Cannon	ID-921 (Adjudication)	(208) 384-3032
Montana		
Tessie Vaughn	MT-922	(406) 255-2880
Mary Ann Mack (Alternate)	MT-922	(406) 255-2871
Nevada		
Jack Lewis	NV-943.2	(702) 785-6538
Pam Reynolds (Alternate)	NV-943.4	(702) 785-6500
New Mexico		
Gloria Baca	NM-943C-1	(505) 438-7566

APPENDIX F

<u>BIS Contact</u>	<u>Office</u>	<u>FTS Telephone Numbers</u>
Oregon		
Phyllis Reynolds	OR-943.5	(503) 280-7174
Donna Kauffman (Alternate)	OR-943.3	(503) 280-7162
Utah		
Mary Steele	UT-942	(801) 539-4106
Linda Sorenson (Alternate)	UT-942	(801) 539-4112
Wyoming		
Mary Jo Rugwell	WY-923R	(307) 775-6156
Doris Miller (Alternate)	WY-923D	(307) 775-6163

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